DePaul Foundations Roadmap – Helping You Succeed at DePaul

The DePaul Foundations Roadmap serves as a resource for new employees. It is a checklist that outlines the types of preparation tasks and discussions that will help you transition successfully to DePaul. It outlines actions across three phases:

**BEFORE YOU ARRIVE**

**Review Welcome Packet**
- The electronic Welcome Packet includes your official offer letter and new hire paperwork

**Complete New Hire Paperwork**
- Employment Eligibility Verification Form (I-9)
- Voluntary Self-Identification Form (Optional)
- Benefits Forms: Beneficiary Designation Form, Dependent Add/Change Form
- Payroll Forms: Federal W-4, IL W-4, Direct Deposit Information, Background Check Consent Form

**Learn about Benefits at DePaul University**
- Visit the Benefits website for a description of the benefits available to DePaul employees

**Find out What’s Happening at DePaul**
- Visit the Newsroom for facts and statistics on DePaul as well as current DePaul news and events

**Explore the HR Webpage for New Employees**
- Visit the DePaul Foundations webpage for directions to campus, the DePaul Foundations Agenda and other useful resources for new employees

**TRANSITIONING TO DEPAUL**

**Participate in Online New Employee Orientation and DePaul Foundations**
- Online New Employee Orientation is a half-hour online module that complements the full-day program in the classroom
- DePaul Foundations is a full-day program held every other Monday on the Loop campus. For information on DePaul Foundations, visit the DePaul Foundations webpage

**Submit New Hire Paperwork**
- HR Forms: Employment Eligibility Verification Form (I-9) (**The I-9 must be completed on your first day of employment at DePaul**), Voluntary Self-Identification Form (Optional)
- Benefits Forms: Beneficiary Designation Form, Dependent Add/Change Form
- Payroll Forms: Federal W-4, IL W-4, Direct Deposit Information (Optional)

**Provide a Valid Form of Identification**
- A list of valid forms of identification can be found on the Employment Eligibility Verification Form (I-9). You must present valid identification to HR within your first three days of employment at DePaul

**Enroll in Benefits through Campus Connection within 30 days of your start date**

**Complete the Self-Guided Orientation**
- The Self-Guided Orientation is a tool to help you further orient yourself to:
  - Mission and values,
  - Policies and procedures,
  - Information technology,
  - Benefits,
  - Performance management and
  - Safety and security at DePaul

**THE NEW WORKPLACE**

**Learn about Department Functions**
- Organizational chart of your department
- Goals, current priorities and operational activities
- Relationship of the department to other university departments
- Your role in relationship to other jobs within the department

**Review Your Job Duties and Responsibilities**
- Current job description, initial performance goals and expected results
- Set performance goals with your manager
- Daily work hours, overtime needs and extra assignment requirements
- Types of assistance available – who to ask for help

**Review Policies and Procedures**
- Policies and procedures unique to job and/or department (not conflicting with university policies and procedures)
- Building evacuation procedures
- Voicemail, email, private and public network drives/directories
- Timekeeping
- Keys, copy codes, reimbursement
- Breaks, lunch duration/time

**Take Part in a Guided Tour**
- Department introductions and facilities, restrooms, supply cabinets, copy machines, cafeteria

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**ADDITIONAL QUESTIONS:**
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